S-E-C-R-E-T

√File

IHC-MM-4
31 July 1968

# U N I T E D   S T A T E S   I N T E L L I G E N C E   B O A R D

## INTELLIGENCE INFORMATION HANDLING COMMITTEE

MEMORANDUM FOR:   Chairman, IHC

SUBJECT:          Support Staff Organization and Assignment of Task Areas

1.  Members of the Support Staff met Wednesday, 10 July 1968 to discuss the organization of the staff and the assignment of areas of responsibility.  The attachment to this memo is the result of that meeting.  Of necessity it is preliminary since the Staff has had little time to become familiar with the scope of its responsibilities.

2.  The organization of duties within the Support Staff is by tasks which may eventually be assigned to subcommittees of the IHC.  Under the charter three subcommittees (Systems, R&D, Education & Training) were designated and preliminary discussions of the IHC membership resulted in assignment of authority to CIA, NSA, and DIA respectively for providing subcommittee chairmen.  It is suggested that the next organizational level below the subcommittee be designated panels and no further organizational subdivision be considered for the present.

3. As mentioned in the attachment, some task areas are clearly within the purview of certain subcommittees.  It may be appropriate, therefore, as time goes on, to establish subcommittee panels to assume responsibility for these task areas.  Other tasks, e.g., security, cut across subcommittees or do not apply logically to those which have already been established.  The staff sees no value at this time in either forcing an assignment of such tasks to subcommittees or the establishment of further subcommittees.  The exception to this is the area of standardization which should be reviewed regularly to determine when it is propitious to form a Standards Subcommittee.

Executive Secretary

GROUP I
Excluded from automatic
downgrading and
declassification

Attachment:
 As stated

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Attachment

## IHC SUPPORT STAFF

### Personnel

25X1

(CIA), Executive Secretary

(CIA)

(DIA)

(DIA)

(NSA)

(NSA)

Donald W. Stigers (State)

### Subcommittees

System Design and Development

25X1

(CIA), Chairman
(NSA)

Education and Training

25X1

DIA), Chairman
(NSA)

Research and Development

25X1

(NSA), Chairman

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Attachment

## TASK AREAS

The following list of tasks has been identified and provisionally assigned to members of the Support Staff. Some tasks, e.g., Photo Chip Liaison, fall naturally under a subcommittee, i.e., R&D. Whereas others, e.g., COINS Monitor cannot readily be assigned at this time.

1. <u>Standards</u>. A potential subcommittee of the IHC. Includes matters pertaining to Content Control Code, observer on BoB Country Code Task Group, Item Register System, Installations <u>Register.</u> Intelligence Subject Code, and transliteration systems. 25

2. <u>COINS Monitor</u>. This task includes responsibility for advising the Chairman, IHC on proposed changes to the primary COINS files (paragraph 4b of Memorandum for DIRNSA from DCI, 31 May 1968). Staff member(s) assigned will also be responsible for advising the Chairman, IHC of the progress of the experiment, additions and deletions to the list of secondary files, and systems development considerations of 25X1 community interest.

3. <u>Automated Files</u>. Work in this area pertains to biographics, exchange of information, elimination of file duplication, development of single agency responsibility for selected information processing and for data base development and maintenance. 25

4. <u>Photo Chip - Liaison</u>. Primarily a liaison task, the staff member assigned would maintain awareness of actions by COMIREX on 25X1 photo chip matters.

5. <u>Intelligence Guidance Subcommittee of SIGINT - Liaison</u>. The staff member would maintain awareness of developments in this area. 25X1

6. <u>Computer Security Working Group/IBSEC - Liaison</u>. The staff member would establish liaison with the <u>chairman of the</u> working group to maintain awareness of developments. 25

7. <u>Emergency War Plans</u>. This task has been accepted by the staff as a follow-on responsibility from CODIB. The staff member should be aware of activities in the community regarding such planning. 25

8. <u>Release of Information to Contractors</u>. This task is also a carry-over responsibility from CODIB. The staff member assigned should be contacted if coordination of procedures is required. 25

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9. <u>CODIB Task Team VI R&D Report Evaluation</u>. The Final Report
of Task Team VI - R&D (30 Jan 1967) was assigned to the IHC Support
**25X1** Staff for consideration. [                    ]

10. <u>Plans and Programs</u>. Members of the Support Staff must assume
responsibility for handling matters pertaining to development of com-
munity plans and programs for increased effectiveness of information
handling, coordination of resources and budget requirements, monitoring
information handling aspects of CIP, CCP, CIAP and management systems
such as TOD. Would keep generally cognizant of USIB agency plans and
programs in the information handling area. (D. Stigers, [              ]            25

11. <u>File and Program Catalog</u>. The next issue of this catalog is
expected around November, 1968. Following its release the usefulness
of the catalog is to be evaluated. [                    ]                              25

12. <u>Equipment Inventory</u>. By directive, the General Services
Administration is responsible for coordinating ADP equipment acquisition.
To support this effort, all federal agencies, as appropriate, supply
machinable input data regarding equipment holdings. A staff member
should be aware of community contributions to this inventory. [          ]   25

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